

# FRANKING CHECKLIST

## FRANKING COMMISSION APPROVAL IS REQUIRED BEFORE YOU MAIL

- Submit a draft or proof to the Commission for review **prior** to printing or mailing.
- You must complete the "Franking Request Form", "Franking Certification Form" and "Mass Mail Obligation Form" at the time of submittal.
- Include all text, layout and photos (preferably as a typeset proof).
- Submit all revisions and/or corrections **prior** to blue line or final print.
- Send four (4) **final** copies to Commission for the written advisory opinion.
- If the material was distributed as a mass mailing, a copy of the corresponding USPS form must be submitted with the original copies.

## SPECIFIC FRANKING LAWS & REGULATION

- The law requires **all mass mailings (500 pieces of identical content)** to be submitted to Commission for approval.
- Preparation costs must be paid from appropriated funds.
- Mass mailings are limited to distribution within the district from which the Member was elected.
- A disclaimer stating "This mailing was prepared, published, and mailed at taxpayer expense." must appear on all mass mailings.
- Members are restricted from sending mass mailings **90 days prior** to a primary or general election.
- All items that incur a printing cost must be in compliance with franking law.

## MAIN CONTENT

- Personal references (i.e. I, me, Member's name, the Congressman) are limited to an average of **8** per page.
- Mailings (i.e. newsletters, meeting notices, questionnaires) must relate to official business, activities, and duties that directly or indirectly pertain to the legislative process.
- Excessive party labels, and partisan or political comments are not permissible.
- No solicitation of funds or support.
- No grassroots lobbying.
- Campaign or election references are prohibited.
- Material that is purely personal in nature and unrelated to official business is prohibited.

## SIZE, FORMAT & PHOTOS

- Member's name is limited to 1/4" in height, except can be 1/2" in the masthead.
- No page restriction on mass mailings.
- **Frank** must be in upper right hand corner and return address in left corner.
- Only **one** photo of Member alone (6% of page area up to 6 sq. in.)
- Only **two** photos per page containing Member. Photos other than masthead must have other people that are clearly visible (total area cannot exceed 20% of page).
- **All** photos that contain the Member (except the masthead) must contain a cutline or accompanying text.
- Subject matter of photos is limited to official business and activities.

**CONTACT THE FRANKING COMMISSION BEFORE YOU PRINT!!!**  
**MAJORITY PHONE # 225-9337 MINORITY PHONE # 225-2061**